



Checklist to register my venue on venueideas.com

You will need the following information and photos to register your venue.

Venue Operator

<i>The venue operator can be the owner of the venue.</i>	✓
Name of Venue	
First Name	
Last Name	
Email	
Phone Number	

Adding a Location Operator

<i>This is an optional step, the venue operator can also add and manage the location. The Location Operator works with the bookings. Their contact number will show on the website.</i>	✓
Location (Venue) Name	
Description of your venue	
Email	
First Name	
Last Name	
Phone number	
Social Media Links (Facebook, Instagram and Other)	

Location Details

	✓
Address	
Minimum Capacity	
Maximum Capacity	

Amenities

Amenities are the tags that venue seekers use when searching for a venue. Some of these tags require you to upload a photo. Please see the Venue Ideas - Photo Criteria.pdf for guidelines for all photos.

Ceremony		
	Photo needed	✓
Indoor Ceremony	Yes	
Outdoor Ceremony	Yes	
Alternative Ceremony (due to weather)	Yes	
Garden Ceremony	Yes	
Barn Ceremony	Yes	
Church Ceremony	Yes	
Chapel	Yes	
Forest Ceremony	Yes	
Beach Ceremony	Yes	
Farm Ceremony	Yes	
Mountain Ceremony	Yes	
Bushveld Ceremony	Yes	
Wooden Deck Ceremony	Yes	
Rooftop Ceremony	Yes	
Ceremony under a big tree	Yes	
Sea view Ceremony	Yes	
Park Ceremony	Yes	
Hall Ceremony	Yes	
Dam Ceremony	Yes	
Cruise Ceremony	Yes	
Destination Ceremony	Yes	
Indoor Ceremony	Yes	

Basic Facilities

	Photo needed	✓
Disability	No	
Parking	No	
Wi-Fi	No	
Power during Loadshedding	No	
Tables	No	
Chairs	No	
Disability	No	
Parking	No	

Decor

	Photo needed	✓
All-inclusive	Yes	
Partial	Yes	
Own Decor	Yes	

Special Features

	Photo needed	✓
Fireplace	Yes	
Boma	Yes	
Swimming Pool	Yes	
Lounge area	Yes	
Airconditioning	No	
Photo Studio	Yes	

Stationery Items

	Photo needed	✓
Welcome sign	Yes	
Table numbers	Yes	
Name cards	Yes	
Menu	Yes	
Program	Yes	
Seating Plan	Yes	
Other	Yes	

In-house Suppliers

	Photo needed	✓
Make-Up In-house	No	
Hair Stylist In-house	No	
Officiant In-house	No	
Photographer In-house	No	
Videographer In-house	No	
Catering	No	
Cake In-house	No	
Graphic Designer In-house	No	
Security In-house	No	
Barman In-house	No	
Waiters In-house	No	
Childcare In-house	No	
Decor In-house	No	
Flowers In-house	No	
Live Band/Musician In-house	No	
Event Planner In-house	No	
Event Coordinator In-house	No	
DJ In-house	No	
Entertainers In-house	No	
MC In-house	No	
Confetti In-house	No	

Entertainment

	Photo needed	✓
Lawn Games	Yes	
Photobooth	Yes	
Children's Play area	Yes	
Jumping Castle (for adults)	Yes	
Game drives	No	
Walking trails	No	
Other	Yes	

Beverages

	Photo needed	✓
Drink Bars/Stalls	Yes	
Cash bar (licenced)	No	
Welcome drinks	No	
Champagne	No	
Sparkling Wine	No	
Wine	No	
Own drinks	No	
Corkage Fee	No	

Own Suppliers Welcome

	Photo needed	✓
Make-Up	No	
Hair Stylist	No	
Officiant	No	
Confetti	No	
Photographer	No	
Videographer	No	
Catering	No	
Graphic Designer	No	
Security	No	
Barman	No	
Waiters	No	
Childcare	No	
Decor	No	
Flowers	No	
Live Band/Musician	No	
Event Planner	No	
Event Coordinator	No	
Entertainers	No	
MC	No	
DJ	No	
Cake	No	

Photography Opportunity

	Photo needed	✓
Beach Scenery	Yes	
Bushveld Scenery	Yes	
Forest Scenery	Yes	
Farm Scenery	Yes	
Garden Scenery	Yes	
Mountain Scenery	Yes	
Vineyard Scenery	Yes	
Wildlife Scenery	Yes	
River Scenery	Yes	
Fountain Scenery	Yes	
Dam Scenery	Yes	
Golf course Scenery	Yes	
Landscape Scenery	Yes	

Operational Hours

	Photo needed	✓
Arrival time for bride and groom before the event	No	
Setup time available before the event	No	
The time venue must be closed on the function date	No	
Available after 24:00	No	

Use of Venue

	Photo needed	✓
Weekend wedding	No	
Exclusive	No	
Limited	No	

Music & DJ

	Photo needed	✓
Registered with SAMRO	No	
Cordless Microphone	No	
Equipment (Ceremony)	No	
Equipment (Reception)	No	
Projector	No	
Lightning	No	
Dancefloor Extras	No	
Audio Visual Equipment	No	

Food

	Photo needed	✓
Plated menu	Yes	
Buffet menu	Yes	
Canapes	Yes	
Food Bars/Stalls	Yes	
Spitbraai	Yes	
Harvest table	Yes	
Kids meals	Yes	
Can bring own catering	No	
Halaal	No	
Kosher	No	
Cater for guests with food allergies	No	

Accommodation

	Photo needed	✓
Honeymoon Suite	Yes	
Bridal Suite	Yes	
Groom's Suite	Yes	
Special rooms/area	Yes	
Campsite	Yes	
Glamping tents	Yes	
Rondavels	Yes	
Guesthouse on site	Yes	
Hotel rooms	Yes	
En-suite bedroom	Yes	
Bedroom only	Yes	
Family room	Yes	
Cottage	Yes	
Chalet	Yes	
Dormitories	Yes	
Lodge	Yes	
Other	Yes	

Venue Style

	Photo needed	✓
Vineyard	No	
Intimate	No	
Beach	No	
Castle	No	
Rustic	No	
Industrial	No	
Historic	No	
Rooftop	No	
Restaurant	No	
Outdoor	No	
Modern	No	
Forest	No	
Thatch Roof	No	
Glass (Blank Canvas)	No	
Game farm	No	
Cape Dutch	No	
Farmstyle	No	
Other	No	

Ambience and Atmosphere

	Photo needed	✓
Bohemian	No	
Classic	No	
Cozy	No	
Elegant	No	
Formal	No	
Garden	No	
Glamorous	No	
Industrial	No	
Minimalistic	No	
Modern	No	
Moody	No	
Romantic	No	
Rustic	No	
Traditional	No	
Vintage	No	
Whimsical	No	

Security

	Photo needed	✓
Car guards	No	
Security at entrance	No	

Events

	Photo needed	✓
Setup	No	
Breakdown	No	
Self	No	

Reception

	Photo needed	✓
Indoor Reception	Yes	
Outdoor Reception	Yes	
Alternative Reception (due to weather)	Yes	
Church hall Reception	Yes	
Hall Reception	Yes	
Rooftop Reception	Yes	
Restaurant Reception	Yes	
Garden Reception	Yes	
Barn Reception	Yes	
Beach Reception	Yes	
Marquee tent Reception	Yes	
Wooden Deck Reception	Yes	
Sea view Reception	Yes	
Park Reception	Yes	
Dam Reception	Yes	
Cruise Reception	Yes	
Destination Reception	Yes	

Decor Items

	Photo needed	✓
Crockery and Cutlery	No	
Table Items	No	
Cake stand	No	
Cutting set	No	
Furniture	No	
Dance Floor	Yes	
Ceiling drapings	No	
Fairy Lights	No	
Refundable Deposit for decor Items	No	

Flowers

	Photo needed	✓
Flowers All-inclusive	Yes	
Partial Flowers	Yes	
Can Bring Own Flowers	No	

Flower Items

	Photo needed	✓
Ceremony Flowers	Yes	
Reception Flowers	Yes	
Bride's bouquet	No	
Bridal Party bouquets	No	
Groom's boutonnières	No	
Bridal Party boutonnières	No	

Stationery

	Photo needed	✓
All-inclusive	Yes	
Design only	No	
Own Stationery	No	

Type of Events

	Photo needed	✓
Weddings	No	
Birthdays	No	
Conferences	No	
Networking Events	No	
Engagement Parties	No	
Private Functions	No	
Product Launches	No	
Corporate Functions	No	
Kitchen Teas	No	
Bachelorettes	No	
Bachelors	No	
Baby Showers	No	
Year End Functions	No	
Matric Farewell	No	
Christenings	No	
Reunions	No	

Packages

	✓
All pricing for your different Packages	

Business Hours

	✓
Business Hours	
Closed Dates	
Special Dates	